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NOTE ACTION TODAY
BY DD/S OFFICE HEADS



MR. BANNERMAN



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DD/S 65-3058

DD / S REGISTRY

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4 JUL 1965

MEMORANDUM FOR: Executive Assistant to the Director

SUBJECT : Briefings for the Director

REFERENCE : Memo dtd 30 June 65 to DD/P, DD/L, DD/S&T,
and DD/S fr EA/DCI, same subject

1. On the morning of 24 April 1965, Colonel White and I briefed the Director on the organization of the Support Directorate, the functions of each of the Offices in the Directorate, and the relationship of the Support Directorate activities in furnishing support to all Agency components.

2. I believe it would be both informative and helpful to the Director if he were briefed by each of the Support Office Heads on their activities, office objectives, and problems. I would suggest an hour for each Office briefing and that the most appropriate order would be as follows: Personnel, Security, Medical Services, Communications, Training, Logistics, and Finance.

151
R. L. Hannerman
Deputy Director
for Support

A-SPA-DD/S:FHM:fmf (1 July 65)

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30 June 1965

MEMORANDUM FOR: Deputy Director (Plans)
Deputy Director (Intelligence)
Deputy Director (Science & Technology)
Deputy Director (Support)

1. In arranging further Agency briefings for the Director, it would be most helpful to know:
 - a. What you have already covered in formal or informal sessions with the Director;
 - b. What briefings he should have next and in what order.
2. I shall take on the scheduling.

/s/

[Redacted Signature]

EA/DCI

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cc: DDCI
Executive Director

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19 April 1965

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training

SUBJECT : Briefings for the New Director

1. At the Executive Committee Meeting this morning Mr. McCone directed that the detailed briefing schedule published last Friday, the DD/S portion of which was transmitted to you at our Staff Meeting, be scratched. In lieu thereof he desires that a more generalized and broad-brush briefing be given by each Deputy Director, with possibly the Assistant Deputy Director present. This can then be followed by more detailed briefings by the Office Heads but on a deferred schedule which might last a month or two instead of the compressed schedule which would have lasted a week or two. So, I will probably get about two hours sometime within the next several days to explain the entire Support function to Admiral Raborn. Hopefully, each Office Head will have an opportunity for a more detailed briefing later.

2. In order to assist me in making my presentation as comprehensive as possible, I should like from each DD/S Office Head by close of business today a topical outline of the points I should cover about his particular office. Supporting statistics and supplementary information are welcome. Please bear in mind that I will not be able to spend more than ten or fifteen minutes on your particular office.

*

L. K. White
Deputy Director
for Support

* Not signed--dictated to the secretary of
each DD/S Office Head.

DD/S:LKW:sbo

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